



City of Tigard

Neighborhood Network Steering Committee & Application

Neighborhood Network

Purpose

The Neighborhood Network Steering Committee serves as a conduit for residents to raise issues or concerns with the city; convenes an annual meeting to gather input on proposed Capital Improvement Program (CIP) projects, neighborhood cleanup activities and community-building events (based on input, the committee determines issues to be carried forward and projects and activities to be sponsored by the Neighborhood Network) and promotes neighborhood network program opportunities.

Membership

Each of the city's 13 neighborhood areas will have its own steering committee comprised of residents of their particular area. Ideally, membership of each steering committee should reflect a geographic representation of the area. Membership preference may be given to area residents serving as a:

- Community Emergency Response Team Member—who is a resident of the neighborhood area
- Neighborhood Watch Captain—who is a resident of the neighborhood area
- Local School PSO Representative—who is a resident of the neighborhood area
- Neighborhood Web Page Administrator—who is a resident of the area

At-large members may be representatives of a business that is located in the neighborhood area. For at-large positions, preference may be given to individuals that served as a community connector, Neighborhood Involvement Committee member, or are interested in being trained as a land use coordinator for their neighborhood.

To be recognized as an active steering committee, there must be a minimum of four members.

Appointment: The Neighborhood Involvement Committee (NIC) shall confirm the membership for each steering committee. In cases where there is more than one applicant for a steering committee position, the NIC shall make the decision on the appointment.

Responsibilities: Each Neighborhood Network steering committee is responsible for:

- Convening an annual meeting in September or October of each year for purposes of facilitating input on:
 - Nomination of neighborhood area projects for consideration in the city's annual Capital Improvement Program budget
 - Suggestions for an annual neighborhood cleanup event and/or community building activity
 - Providing information on Neighborhood Network resources
- Providing opportunities and methods for area residents to raise issues/concerns regarding neighborhood safety, nuisances, infrastructure and aesthetics
- Reviewing input and selecting:
 - The annual neighborhood network beautification/cleanup event

Neighborhood Network Steering Committee Application

- The neighborhood network annual event
- The CIP project(s) to be recommended to the city for funding
- The issues/concerns that the Neighborhood Network will pursue with the city
- The project(s) to be submitted for the annual neighborhood ‘small works’ grant application

Meetings

The steering committee is required to convene one annual meeting in September or October. The steering committee may hold additional meetings as needed, provided a majority of steering committee members consent and notice is given as required.

Meeting Notice

Notice of the annual meeting shall be provided by U.S. mail postmarked at least two weeks in advance to all residents/businesses in the Neighborhood Network area. The notice shall include the date, time, location and agenda topics for the meeting. Notice shall also be posted on the Neighborhood Network web page at least seven days in advance.

Notice of meetings of the steering committee other than the annual meeting shall be posted on the neighborhood web page at least one week in advance, posted in City Hall and at a public school in the neighborhood.

Chairperson

The chairperson will be selected by the steering committee members from among the membership. The chair is responsible for conducting steering committee meetings, facilitating communication on steering committee decisions, and ensuring that written minutes are kept on each meeting and posted on the neighborhood area web page within 30 days.

Minutes

Steering committee minutes should record members in attendance, the names and affiliation of guests and any decisions made by the steering committee.

Role of the NIC

The Neighborhood Involvement Committee (NIC) is the body charged with oversight the Neighborhood Network Program and its effectiveness.

The NIC shall resolve any issues raised by steering committees regarding the operation of the Neighborhood Network Program that the steering committee and city staff cannot resolve.

Issues or concerns the steering committee decides should be discussed shall be submitted to the NIC which shall identify an appropriate course of action for the steering committee.



Application for Neighborhood Network Steering Committee

Neighborhood Network

Name: _____

Address: _____

E-mail: _____ Phone: _____

Neighborhood Network Area _____

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Membership Representation:

- Community Emergency Response Team Member
Training Dates _____
- Neighborhood Watch Captain
Name of Neighborhood _____
- School PSO Representative
Name of School _____
Attach confirmation from PSO
- Neighborhood Web Page Administrator Area _____
- At-large Member

What Neighborhood Issues/Concerns Interest You?

Mark any of the following that apply:

- ___ Served as a community connector
- ___ Am a member of the city's Neighborhood Involvement Committee (NIC)
- ___ Interested in being trained as a land use coordinator for my neighborhood

*Return completed application to: Neighborhood Network Coordinator, 13125 SW Hall Blvd., Tigard, OR 97223
or email to: joanne@tigard-or.gov*

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